



STEPS TO OBTAIN ADDRESS DIRECTORY PERMIT.

DO NOT SUBMIT 2 ENTIRE SETS OF BUILDING PLANS (see below for required pages)

- ❑ Bring **two** sets of **Address directory** plans to City Hall (200 W. Washington)
 - ❑ Take the **two** sets of plans to the **Fire Plan Review Office 10th** floor
 - ❑ Complete the plan review application
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ADDRESS DIRECTORY PLANS:

- ❑ Two sets of plans, drawn to scale
 - ❑ Plan submittal shall include;
 1. Overall site plan and a dedicated page(s) depicting construction and installation specifications.
 2. The site map that will be used in the address directory shall include all required depictions specified in the “Specific Address Directory Requirements” section of this document
 3. Additional drawings may be required depending on the scope of the project
 - ❑ Description of the proposed project (new build, remodel, etc.) and the business operation.
 - ❑ Owners name, mailing address, contact person, and phone number optional
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THE FOLLOWING ARE SPECIFIC ADDRESS DIRECTORY REQUIREMENTS:

- ❑ **General.** An approved address directory shall be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the chief, emergency response may be delayed due to the physical layout of the complex. (Example: multi family buildings, business office condos)
- ❑ **Dimensions.** The number of buildings in the complex shall determine the dimensions of the directory. *Exception: Some Properties have a physical layout that will require a larger address directory.*
 1. Complexes containing 12 or fewer buildings require 3 feet x 3 feet (9 square feet) site directory.

2. Complexes containing 13 to 30 buildings require 4 feet x 4 feet (16 square feet) site directory.
 3. Complexes containing 31 or more buildings require 5 feet x 5 feet (25 square feet) site directory.
- ❑ **Framing.** Framing materials shall not encroach upon the face of the directory by more than 1 1/2 inches. Stanchions or supports shall not be included in the required size of the directory.
 - ❑ **Protection.** The directory shall be protected against vandalism and disfigurement by a clear polycarbonate cover, with a minimum of 1/8 thickness, sealed to protect from weather.
 - ❑ **Illumination.** Address directories shall be internally illuminated utilizing white light. The Directory must be illuminated from dusk to dawn.
 - ❑ **Installation requirements.** Support posts or stanchions shall be set in concrete. Directories with dimensions of 3 feet x 3 feet (9 square feet) shall be 36 inches above grade. Directories with dimensions of 4 feet x 4 feet (16 square feet) and 5 feet x 5 feet (25 square feet) shall be 24 inches above grade.
 - ❑ **Depictions.** All depictions must be clear, easily understood and legible at a distance of 8 feet. The directory shall depict structures, building numbers, units, apartment space numbers, tennis courts, swimming pools, canals, waterfronts, driveways, streets, laundry rooms, fire hydrants, and other areas determined by the chief. The depictions shall comply with the following:
 1. Directories shall be a dark print on a contrasting light background.
 2. The name and address of the complex are required, but shall not exceed 10% of the total size of the site directory.
 3. Swimming pools, canals, and waterway areas shall be translucent blue.
 4. Tennis courts shall be translucent green.
 5. Fire hydrants shall be a ¼ inch diameter black circle filled with a translucent yellow center. The abbreviation “HYD” must be affixed by the location of the hydrant on the directory.
 6. The directory shall be properly oriented to the viewer with a red symbol 1 inch in diameter, with the words “you are here” affixed at the appropriate location on the directory.
 7. There must be a north directional arrow affixed to the directory. This arrow must be a minimum of 3 inches in size.
 8. The building numbers must be 1 inch in diameter, located directly adjacent to the building on the driveway side.

9. The colors used on site directory may not be duplicated to represent more than one item.
- **Setbacks.** The directory shall be installed on the occupancy's property and at the location approved by the chief as follows:
 1. The directory shall be set back from the street or curbing at least 25 feet to allow emergency vehicles to clear the public right of way.
 2. Shall not exceed a distance of (4) four feet from the edge of the property driveway facing the direction of oncoming traffic.
 3. Shall not conflict with traffic visibility zones as provided for by other ordinances.
 4. Shall be immediately visible and free from obstructions including architectural design and landscaping.
 - **Prohibition.** Information such as advertising or additional artwork shall not be allowed on the address directory.
 - Site plans must also show orientation to streets, property line, and point of compass (North Arrow)

 - Drawing must be to scale and include a graphic representation of the scale
 - Drawing must be legible and dedicated to the specific item being reviewed

****Stamped approved plans, and permit must be on site for final inspection.**